

GUIDELINES FOR WEDDING VIDEOGRAPHERS

Emmaus Catholic Parish/Queen of Angels Chapel
1718 Lohmans Crossing Road
Lakeway, TX 78734
(512) 261-8500
wedding@emmausparish.org

Welcome to Emmaus Catholic Church/Queen of Angels Chapel. A wedding is a religious ceremony; therefore, proper decorum is to be used when photographing in the church or chapel. You are expected to be aware of these guidelines and to abide by them.

After reading these guidelines, please sign and return a copy to the address shown above **at least two weeks prior** to the ceremony. **If you do not return this form prior to the ceremony, you will not be allowed to photograph the wedding.**

- Please remember that you will be seen by guests and should dress appropriately, preferably in dark clothing.
- Placement of any video equipment is not allowed in any location except those specified by the church wedding coordinator.
- **Emmaus:** A manned camera may be located by the first post closest to the altar. If you desire to have a camera at the back of the altar to have a view of the bride and groom's faces, this must be an unmanned camera.
- **Queen of Angels:** Video equipment is not allowed behind the altar. An unmanned camera may be placed close to the exit door on the left of the altar. A second manned camera may be placed behind the last pew on the right side of the sanctuary unless otherwise stipulated by the officiant.
- You and your assistants may not move about during the ceremony.
- Microphones may not be attached to any of the furniture in the sanctuary. A portable microphone is provided for the officiant. Additional portable microphones may cause interference and/or feedback with our sound system.
- Wires may not be stretched across the sanctuary or taped to the floor.
- No camera lights may be used during the ceremony.
- Portable lights are not permitted.
- You may begin videotaping outside the sanctuary one hour prior to the ceremony. Please remove equipment within one and a half hours after the ceremony begins. Any equipment left in the church will be placed in the lost and found.
- The presiding priest, deacon and wedding coordinator are responsible for making sure these guidelines are followed. Emmaus Church keeps a list of videographers who abide by these guidelines. If the guidelines are not followed, the videographer will not be allowed to videograph weddings at Emmaus Church.

Signature

Phone#

Wedding party/date of wedding

Name of Company:
